

Subject: One Section of the OM200 SCEIS Organizational Management Training Course Offered on February 26

Audience: HR Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, OM200 SCEIS Organizational Management. This course is intended to provide Human Resources (HR) users with detailed information needed to understand the Organizational Management (OM) structure, as described below.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

OM200 - Course Information

Course ID/Title: OM200 – SCEIS Organizational Management

Description: This course presents the Organizational Management (OM) structure and all associated objects including Organizational Units, Positions, and Jobs. The course describes the importance of the relationships between the (OM) objects and the system inheritance that accrues through the relationships. The course also outlines the steps to display and maintain selected (OM) objects as well as associated infotypes, for example: Planned Compensation, Account Assignment Features, Position FTE, Cost Distribution, Workers' Compensation, Position Vacancy Status, OM Position Indicators, Additional Attribute and Time Indicators. The course also covers the creation of selected Organizational Units as well as Organizational Unit transfers within the same agency. In addition, the course addresses the impact of delegation for Job/Position maintenance. Users who are assigned only the workflow roles do not need to attend this course.

Target Audience: Users with the following roles: Job Maintainer, Display Organization Management, Agency Position Control Maintainer, Agency Position Control Approver, Agency Org Chart Maintainer, Central Position Control Maintainer, Central Org Chart Maintainer, Agency Funding Approver. Please note, users who are assigned only the workflow roles do not need to attend this course.

Pre-requisites: HR100 SCEIS HR/Payroll Enterprise Structure, OM100 SCEIS Organizational Management Overview

OM200 - Section 01 - Winter 2014 Details

Course Date: Wednesday, February 26, 2014

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC



Weekly Update

January 21, 2014

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/CBRFDXR>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. *Users who are already on the Wait List for this course will receive priority for enrollment.* Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.